## TOWN OF ST. MICHAELS PRELIMINARY SITE PLAN REVIEW APPLICATION (SEE §110-5 of the Code of the Town of St. Michaels)

MAILING ADDRESS:  TELEPHONE #:  PROJECT NAME:  PROJECT ADDRESS:  TAX MAP:  PARCEL #:  LOT#:  ZONING:  PLAN PREPARED BY: COMPANY NAME:  REPRESENTATIVE:  ADDRESS:  PHONE NUMBERS(S):  SEWER: COMMUNITY  WATER: COMMUNITY  HISTORIC DISTRICT: YES  NO  CRITICAL AREA (CIRCLE) YES / NO ZONE CLASSIFICATION  SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES:  Use:  Existing Square Footage:  Proposed:  Use:  Proposed:	OFF	TICE USE ONLY:				
APPLICATION REC'D – DATE:TIME:	FILI	E NUMBER:				
PROPERTY OWNER:						
MAILING ADDRESS:  TELEPHONE #:	PROJ	ECT INFORMATION				
TELEPHONE #:	(1)	PROPERTY OWNER: BUSINESS OWNER:				
PROJECT NAME:		MAILING ADDRESS:				
PROJECT ADDRESS: TAX MAP: PARCEL #: LOT#:  ZONING: PLAN PREPARED BY: COMPANY NAME: REPRESENTATIVE: ADDRESS: PHONE NUMBERS(S):, SEWER: COMMUNITY WATER: COMMUNITY HISTORIC DISTRICT: YES NO CRITICAL AREA (CIRCLE) YES / NO ZONE CLASSIFICATION SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES: Use: Existing Square Footage: Proposed:		TELEPHONE #:				
TAX MAP: PARCEL #: LOT#:  ZONING: PLAN PREPARED BY: COMPANY NAME: REPRESENTATIVE: ADDRESS: PHONE NUMBERS(S):, SEWER: COMMUNITY WATER: COMMUNITY HISTORIC DISTRICT: YES NO CRITICAL AREA (CIRCLE) YES / NO ZONE CLASSIFICATION SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES: Use: Existing Square Footage: Proposed:	(2)	PROJECT NAME:				
ZONING: PLAN PREPARED BY: COMPANY NAME: REPRESENTATIVE: ADDRESS: PHONE NUMBERS(S):, SEWER: COMMUNITY WATER: COMMUNITY OCRITICAL AREA (CIRCLE) YES NO CRITICAL AREA (CIRCLE) YES / NO ZONE CLASSIFICATION SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES: Use: Existing Square Footage: Proposed:	(3)	PROJECT ADDRESS:				
PLAN PREPARED BY: COMPANY NAME:  REPRESENTATIVE:  ADDRESS:  PHONE NUMBERS(S):  SEWER: COMMUNITY  HISTORIC DISTRICT: YES  NO  CRITICAL AREA (CIRCLE) YES / NO  ZONE CLASSIFICATION  SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES:  Use:  Existing Square Footage:  Use:  Existing Square Footage:  Proposed:  Use:  Existing Square Footage:  Proposed:  Use:  Proposed:  Use:  Proposed:  Proposed:  Use:  Proposed:  Proposed:  Proposed:  Proposed:  Use:  Proposed:  Proposed:  Proposed:  Proposed:  Use:  Proposed:  Proposed:  Use:  Proposed:  Proposed:	(4)	TAX MAP: PARCEL #: LOT#:				
REPRESENTATIVE:	(5)	ZONING:				
ADDRESS:	(6)	PLAN PREPARED BY: COMPANY NAME:				
PHONE NUMBERS(S):		REPRESENTATIVE:				
SEWER: COMMUNITY		ADDRESS:				
SEWER: COMMUNITY		PHONE NUMBERS(S):				
HISTORIC DISTRICT: YESNO	(7)	SEWER: COMMUNITY				
CRITICAL AREA (CIRCLE) YES / NO ZONE CLASSIFICATION  SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES:  Use:Existing Square Footage:Proposed:  Use:Existing Square Footage:Proposed:  Use:Existing Square Footage:Proposed:  Use:Existing Square Footage:Proposed:  Proposed:  Specification  Proposed:  Proposed:  Use:Existing Square Footage:Proposed:  Proposed:  Proposed:  Proposed:	(8)	WATER: COMMUNITY				
SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES:  Use:Existing Square Footage:Proposed:  Use:Existing Square Footage:Proposed:  Use:Existing Square Footage:Proposed:  Use:Existing Square Footage:Proposed:  Proposed:  Proposed:  Specification of the proposed of the proposed of the proposed:  Specification of the proposed of the p	(9)	HISTORIC DISTRICT: YESNO				
Use:Existing Square Footage:Proposed: Use:Existing Square Footage:Proposed: Use:Existing Square Footage:Proposed: Use:Existing Square Footage:Proposed:  Proposed:  Proposed:  Proposed:  Proposed:  Proposed:  Proposed:  Proposed:	(10)	CRITICAL AREA (CIRCLE) YES / NO ZONE CLASSIFICATION				
Use:Existing Square Footage:Proposed: Use:Existing Square Footage:Proposed: Use:Existing Square Footage:Proposed:  Proposed:  Proposed:  Proposed:  Proposed:  Proposed:	(11)	SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES:				
Use:Existing Square Footage:Proposed: Use:Existing Square Footage:Proposed: 2) FLOODPLAIN ZONES: YESA B C NO		Use:Proposed:				
Use:Existing Square Footage:Proposed:  2) FLOODPLAIN ZONES: YES A B C NO		Use: Existing Square Footage: Proposed:				
2) FLOODPLAIN ZONES: YES A B C NO		Use: Existing Square Footage: Proposed:				
		Use: Existing Square Footage: Proposed:				
3) SUMMARY OF PROPOSED:	(12)	FLOODPLAIN ZONES: YES A B C NO				
	(13)	SUMMARY OF PROPOSED:				

## **SUBMITTAL REQUIREMENTS:**

## § 110-5. Preliminary site plan submission requirements.

A minimum of 10 paper copies of the plans including the following information shall be submitted to the Zoning Inspector for review. Should the Zoning Inspector find the application to be complete, the plans will be forwarded to the Technical Advisory Committee for their review and comment. All comments will be incorporated into the Zoning Inspector's staff report which shall be forwarded to the Planning Commission for their consideration. Incomplete or deficient applications will be returned to the applicant within 15 days of receipt of the application with an explanation of noted deficiencies.

<u>A.</u>	A. Format.			
	<u>(1)</u>	Each sheet of the preliminary site plan shall be numbered with each sheet showing the total number of pages;		
	<u>(2)</u>	All dimensions shall be in feet and decimal parts;		
	<u>(3)</u>	As appropriate, all sheets shall display a North arrow.		
<u>B.</u>	Data.			
	(1)	Vicinity map showing relationship to surroundings, including existing, proposed, or mapped streets within 200 feet and municipal boundaries within 200 feet of the tract;		
	<u>(2)</u>	Boundary survey or survey of record of the property showing courses, distances and area;		
	<u>(3)</u>	Topographic survey of property and areas on adjacent properties impacted by development of the property with two-foot contours; smaller contour intervals may be required where two-foot contours do not indicate existing surface conditions;		
	<u>(4)</u>	Delineation of all nontidal and tidal wetlands, surveyed and certified by qualified agent as to such;		
	<u>(5)</u>	Location, width and names of existing platted streets or other public streets, railroad and utility rights-of-way, parks, open space areas, and municipal corporation lines within or adjoining the tract;		
	<u>(6)</u>	Proposed public improvements, highways, or other major improvements planned on or near the site;		
	<u>(7)</u>	Rights-of-way for all drainage purposes and utilities;		
	<u>(8)</u>	All existing or proposed utilities, including location, grade and size of:		
		(a) Storm drains;		
		(b) Sewerage facilities;		
		(c) Catch basins;		
		(d) Drainageways and channels;		
		(e) Pumping stations;		
		(f) Water mains;		
		(g) Streetlights;		

		(h) Electric, telephone, and/or cable television lines, easement or rights of-way;
		(i) Fire hydrants; and
		(j) Direction of, distance to and size of nearest water mains and sewers if not
		located on or adjacent to the site.
	<u>(9)</u>	Conditions on adjoining lands; direction and gradient of ground slope, embankments,
		retaining walls, railroads and towers or other influences when identified by the
		applicant or Zoning Inspector to be of concern;
	<u>(10)</u>	Locations of all existing or proposed buildings, structures, parking facilities and other
		improvements. Submission shall include a scale dimension from the property line to the
		proposed building;
	(11)	If alteration is made to an existing building, structure, or other improvement, dotted
		lines shall denote features or locations to be abandoned and solid lines shall denote
		proposed features;
	(12)	Building setback lines;
	(13)	Drainage calculations and certification prepared by a Maryland licensed engineer;
	(14)	Location of refuse collection, exterior lighting, fencing, and all pedestrian walkways
		and sidewalks;
	<u>(15)</u>	The location, size, height, number, and orientation of all proposed signs;
	(16)	Landscaping plan and legend prepared in accordance with Article II; and
	(17)	If residential development, include homeowner's association documentation when
	<u></u>	common open space and buffer areas are provided.
<u>C.</u>	Notes	and signatures.
	<u>(1)</u>	Board of Appeals' case number/approval date and conditions (if applicable);
	<u>(2)</u>	Projected start and finish dates of the proposed building(s), building alterations and site
		improvements;
	<u>(3)</u>	Number of parking spaces (including handicapped spaces) that currently exist, that are
		required, and that are proposed);
	<u>(4)</u>	Number of residential units by type (if applicable);
	<u>(5)</u>	Residential density in units per acre (if applicable);
	<u>(6)</u>	Legend which clearly indicates existing and proposed improvements and natural
		features. The legend or title block must include the following information:
		(a) Zoning district;
		(b) Tax Map and parcel number;
		(c) Developer's name and address;
		(d) Owner's name and address;
		(e) Scale;
		(f) Date of drawing; date and type of revisions;
		(g) Utility symbols; and
		(h) Name of projects.

<u>D.</u>	Suppo	rting documentation.
	<u>(1)</u>	Sedimentation and erosion control plan;
	<u>(2)</u>	The Forest Conservation Plan and Forest Conservation Worksheet shall be submitted in
		accordance with the provisions of the Town of St. Michaels' Forest Conservation
		Ordinance; The Town is enforcing the regulations found in the Code of Maryland
		Regulations, Title 8, Department of Natural Resources, Subtitle 19, Forest
		Conservation.
	(3)	_Critical area buffer management plan;
	<u>(4)</u> <u>(5)</u>	Critical area 10% water quality computations; Stormwater management plan; and
	<u>(6)</u>	Renderings or sketches which accurately depict the architecture of any proposed
		structures.
TOWN OR IN APPLI I HER TECH	S AND N OF ST ACCUL ICATIO EBY C NICAL	PS FAILURE TO ADEQUATELY ADDRESS ALL APPLICATION, AND CHECKLIST THOSE SPECIFICATIONS SET OUT IN CHAPTER 110 OF THE CODE OF THE IT. MICHAELS, MAY RESULT IN A PROJECT BEING CONSIDERED INCOMPLETE RATE. ANY SUCH DEFICIENCIES MAY RESULT IN THE RETURN OF THE DISTRIBUTION OF THE REVIEW PROCESS.  ERTIFY THAT THIS APPLICATION AND ASSOCIATED PLAN(S) ARE LY CORRECT AND ACCURATE TO THE EXTENT NECESSARY FOR MEETING LS REQUIREMENTS FOR SKETCH SITE PLAN REVIEW SUBMISSION.
	Applic	eant(s) signature Date
		Applicant(s) Name (Please Print)

BUILDING PERMIT APPLICATIONS SHALL NOT BE SUBMITTED UNTIL FINAL SITE PLAN APPROVAL HAS BEEN GRANTED